



Office Hours Questions and Answers

Classified School Employee Teacher Credentialing Program

This document has been created to provide additional clarification from questions that have come up during office hours. Additional information may be found in the originally posted questions and answers- [May 2022](#) and [October 2022](#). For any questions regarding data spreadsheet, budget adjustment, and updating IHE partner, email ClassifiedGrants@ctc.ca.gov.

March 15, 2023

Eligible Participants

1. **Q: Are substitute teachers eligible?**

A: No.

2. **Q: What if a participant was hired as a classified employee, then became a temporary substitute for a teacher on leave of absence? Are they still eligible?**

A: Yes. The intent of legislation is to recruit and support classified school employees to earn a preliminary credential and provide instructional service as teachers in public schools.

3. **Q: What if a participant was a classified employee and are now on a PIP/STSP, can the participant still be in the Classified program?**

A: Participants who were in a Classified position and are now working on a PIP or STSP are eligible to participate in the Classified program. The intent of legislation is to recruit and support classified school employees to earn a preliminary credential and provide instructional service as teachers in California public schools.

4. **Q: What if a participant is hired on a PIP/STSP, can they be hired as a classified employee to be eligible for the Classified program? If so, how long do they need to be in the Classified position?**

A: When an individual has secured contracted employment as a classified staff member and is employed by the grantee LEA, that classified employee is eligible to participate in grant activities for that fiscal year and years following. The intent of the legislation is for LEA grantees to grow their own Classified employees.

Please note the definition in Authorizing Legislation "e) "Classified school employee" means a noncertificated school employee currently working in a public school." PIP, STSP, and Intern credential holders are teachers of record and are not Classified employees. However, if in the course of their career in the grantee LEA an individual with less than a preliminary credential becomes a contracted Classified employee, then those individuals may be supported by Classified Employee Grant Program funds.

5. **Q: What if a participant resigns to do student teaching? Do we still fund them if they are no longer an employee?**

A: Participants may be supported if they are still employed in the grantee LEA. Grantee LEA may support and accommodate participants through student teaching. See question 6 and 7.

6. **Q: Can participants on leave of absence still be eligible?**

A: Yes. Continue to support participants in the program through leave from their classified position to complete student teaching requirements, if they are still employed in the grantee LEA.

7. **Q: What if our LEA does not allow part-time classified employees so they cannot student teach and have a job?**

A: Classified Grant Program requires the LEA grantee to support and accommodate participants through academic and employment change of status until they earn a preliminary credential.

8. **Q: What if a district will not allow the participant to take leave for student teaching?**

A: See question 7.

9. **Can a COE accept a participant from a partner district knowing that once they begin student teaching they will need to be dropped since they won't be on a leave of absence and will no longer be considered a classified employee?**

A: See question 7.

10. **Q: Does an integrated program count? What counts as an "AA" for then to be eligible?**

A: Classified Grant participants must either have an Associate of Arts (AA) degree or have successfully completed two years of postsecondary education at the time of enrollment in a funded Classified grant program.

11. **Q: What if we do not use our allocated full slots? Do we lose them?**

A: No. However, there is no carryover of unused funding to the next program year. Program funding per year is held to the amount of \$4,800 per allocated participant slot. Thus, if a program has 10 allocated participant slots, the annual program state funding amount would be \$4,800 x 10, or \$48,000. If the program expends only \$28,000 in a given program year, the next year's allocation will be \$48,000 minus the \$20,000 unspent in the current year, or in this example, \$28,000. The program would still have a total of \$48,000 for use in the next program year (\$28,000 in new funds and the remaining \$20,000 unspent the prior program year).

12. **Q: Are Pupil Personnel Services credentials supported by this grant or is this primarily for multiple and single credentials?**

A: No. This grant only supports preliminary California Multiple Subject, Single Subject, or Education Specialist teaching credentials.

13. **Q: Can the Classified Employee Grant be available to classified employees who work in colleges in our county?**

A: No. Eligible participants are classified school employees within awarded LEAs (not college): a school district, charter school, or county office of education.

14. **Q: If we are awarded Round 3 funds, can we support Round 2 participants with both Rounds 2 and 3 funds? Participants will be receiving \$9,600 (\$4,800 from each round).**

A: No. Currently enrolled Round 2 participants will not be eligible for Round 3 funds. All participants are only eligible for up to \$4,800 per year. Round 3 funds may support new participants.

IHE Partnerships

15. **Q: Why do we need to submit an articulation agreement per IHE partner to reimburse participant's tuition?**

A: Per the authorizing legislation, the plan for recruitment and implementation involves the active participation of one or more local campuses of the participating institutions of higher education in the development of coursework and teaching programs for participating classified school employees. Articulation agreements ensure: (1) a multi-year plan for moving participants through a program of study leading to a credential; (2) specific with respect to the linkages between each component of the program; and (3) designed to prevent participants from having to repeat coursework in the program. Furthermore, approved applications submitted signed Partnership Agreements between the LEA and IHE(s) that confirm, "By signing below, I affirm that articulation agreements are in effect and will be provided as outlined in #4 in Section II of this application."

16. Q: It is hard to contact our IHE partner. Can the Commission share an approved list of IHE contacts for current or potential partners?

A: No. The goal of the grant is to develop a local partnership and program that addresses the LEA's local context. If the LEA is struggling to get a hold of the IHE contact that signed the partnership agreement, reach out to additional staff at the IHE. LEAs may also find additional new local partners (see question 21).

17. Q: Please explain more about the kind of active participation we need to secure from institution of higher education?

A: This is a local decision.

18. Q: Can the Commission provide an Articulation Agreement template?

A: No. Articulation Agreements should be locally generated to address local needs.

19. Q: What if we already gave funds to participants in IHEs that were not approved?

A: LEAs will not be reimbursed for those participants if there is not a signed Partnership Agreement and signed Articulation Agreement by the annual data due date. Also, see question 22 about adding a new IHE partner.

20. Q: What if we do not turn in an Articulation Agreement by the annual data due date?

A: 10% of grant funds will be withheld, and the following grant year may not be funded.

21. Q: Can we partner with out-of-state BA/BS programs?

A: No. Per the authorizing legislation, only California-based IHEs that are regionally accredited may be used.

22. Q: Can we update the IHE partner list, as our staff, supported on this grant, apply to new programs for BA/BS degrees/credentials programs not on the original list?

A: Yes. Email ClassifiedGrants@ctc.ca.gov and an updating IHE partner form will be shared with you. A signed Partnership Agreement and Articulation Agreement are still required.

23. Q: Can an LEA that operates its own credentialing program that is Commission-approved be used?

A: Yes.

24. Q: Does the articulation agree need to be in a contract form or can it be a letter on letterhead that outlines how we will collaborate to ensure candidates get the support they need as outlined in the grant language?

A: This is a local decision.

Budget

25. Q: Can we make individual budget changes to meet the needs of participants?

A: Yes. Only if it is across approved grant budget categories and if the total of individual changes across all participants is under 10% under the *total* grant budget. If changes are above 10%, please contact Classified Grants team at ClassifiedGrants@ctc.ca.gov.

26. Q: What if we want to add a new budget category?

A: Grantees may not add a new grant category, as that changes the scope of the Commission-approved grant program.

27. Q: What if they take summer classes, what fiscal year does it go into?

A: Expenditures occur during the grant period July 1-June 30 of each program year, and within program requirements. Grantees may reimburse the participant (with appropriate receipts) or the loan company/entity if summer school tuition is paid for before June 30th. Otherwise, participants may be supported with the next academic/fiscal year's funding after July 1st (assuming all grant data is submitted, and the grantee LEA's Grant Award Agreement is approved for the following year).

28. Q: What if the student's financial aid grant is paying for tuition, can we still reimburse the student?

A: Participants who are receiving other funding that pay for tuition should only be reimbursed for receipted expenditures in addition to what the other grant funds have paid for. Grant funds may be shifted to another approved grant budget category to meet each participant's need. Note that grant funds may not be taken from a participant who receives financial aid, and then pool or transfer these funds to then award it to a different participant. Each participant receives a maximum of \$4,800 of grant funds per academic year. See question 25.

29. Q: Is an annual budget proposal required like in the 2016 Classified Grant?

A: No. Annually, each grantee will receive a new Grant Award Agreement that reflects the same approved budget that may also include adjustments to the previous year's 90%/10% disbursement.

30. Q: What can be reimbursed under a living stipend?

A: This is a local decision.

31. Q: How we help participants avoid paying taxes on a living stipend?

A: This is a local decision. Contact the LEA's fiscal, HR team, and/or legal counsel.

32. Q: Does each round of grant funding get the same amount of time?

A: Per the 2021 authorizing legislation, grants awarded from the \$125 million that was appropriated for the Classified grant program must be expended by June 30, 2026, regardless of which round the grantee was initially awarded.

33. Q: How does a participant that dropped out pay back the LEA?

A: Current legislation does not require payback for participants that do not complete the program. However, if a preliminary credential is earned, a participant must complete years of service equivalent to the total number of the years they received grant funding.

34. Q: How does the money get to the LEA from the Commission and how long does it take?

A: The Commission will mail a check to the name and address on form STD-204 that is

signed by the person authorized to sign the Grant Award Agreement. It takes an estimated 6-8 weeks after the Grant Award Agreement is fully signed via DocuSign.

35. Q: If a participant does not use all of their funding in one fiscal year, can we carry that over to the next year's allocation for that participant?

A: No. See question 11. Each participant is eligible to receive a total of \$4,800 in state funding per program year, minus the amount the grantee may have been approved to withhold for Classified program administration purposes. Any unused funding cannot be re-used by or carried over for use by the participant the following program year. Additionally, un-used funds may not be pooled or transferred to another participant.

Data Reporting

36. Q: What if I don't have access to the annual data reporting sheet, even though I manage the grant?

A: Annual data reporting sheet was shared with each grant lead. If the grant lead has changed, contact ClassifiedGrants@ca.ctc.gov. If an LEA contact needs access, have the grant lead email ClassifiedGrants@ca.ctc.gov to confirm approval to access the data reporting sheet.

37. Q: What data sheet version do we submit?

A: Only the Commission-approved data sheet that was shared with each grant lead will be reviewed. Grantees may make an internal copy; however, those versions will not be reviewed by the Commission.

38. Q: What if I don't know the participants information?

A: Funding for the Classified grant program is contingent on satisfactory annual progress in implementing the Classified Grant program detailed in the initial application, annual certification of participants, updated annual budget plan expenditures, and to provide annual data as specified in the RFA. See question 42.

39. Q: How do we include participants that didn't start the program?

A: Only include participants that are funded.

40. Q: What if a participant drops out, do we still track them?

A: Yes. All participants should be included data on the sheet. Please review the shared data instructions and video for further information.

41. Q: What if we have a replacement participant mid-year?

A: Keep the initial and the replacement participants' information on tracking doc; do not delete either participant. Please review the shared data instructions and video for further information.

42. Q: What if we do not turn in the data by the due date?

A: 10% of grant funds will be withheld, and the following grant year may not be funded.

43. Q: What if we don't have any participants in round 2? What data needs to be turned in?

A: Submit a reflection under the "Summary Narrative" tab.

Additional Questions

44. Q: How can we make recommendations for future grant funding authorizing legislation?

A: Contact your local representative on the state legislature.